

Instructions for Completing the List of MBE Prime Contractors and Subcontractors for the FY 2011 Annual Report

Pursuant to Senate Bill 849, passed during the 2010 General Assembly session and effective October 1, 2010, the Governor's Office of Minority Affairs is required to include in its annual report certain information on contracts awarded to Minority Business Enterprise prime contractors and subcontractors. Instructions on completing the MBE Prime Contractors and MBE Subcontractors spreadsheets follow.

MBE Prime Contractors spreadsheet

Agency Name: Enter the name of the State Agency reporting data.

MBE Prime Contractor Name: Enter the name of each MBE prime contractor awarded a contract by the agency.

Prime Contractor MBE Cert. #: For each MBE prime contractor, enter the MDOT MBE certification number. (Format: 00-000)

Agency Contract #: For each MBE prime contractor, enter all prime contracts awarded. Do not include one-time awards/payments made via corporate credit card or direct voucher.

Contract Description (Procurement Category): For each MBE prime contract, enter the contract description. For the purpose of this report, the contract description is the procurement category. Enter the appropriate procurement category: Architectural / Engineering; Construction; Construction Related Service; Maintenance; Service; Supplies & Equipment; IT Service; IT Supplies & Equipment; Human, Cultural, Social, & Educational Service.

MBE Subcontractors spreadsheet

Agency Name: Enter the name of the State Agency reporting data.

MBE Subcontractor Name: Enter the name of each MBE subcontractor on a prime contract awarded by the agency. Include the names of MBE subcontractors on contracts awarded to Non-MBE and MBE prime contractors.

Subcontractor MBE Cert. #: For each MBE subcontractor, enter the MDOT MBE certification number. (Format: 00-000)

Agency Prime Contract #: For each MBE subcontractor, enter the agency's prime contract number for all prime contracts awarded. Do not include one-time awards/payments made via corporate credit card or direct voucher.

Prime Contract Description (Procurement Category): For each MBE subcontract, enter the prime contract description, as indicated in the MBE Prime Contractors spreadsheet section above.

**Minority Business Enterprise MBE Prime Contract Awards Report
For Fiscal Year 2011**

15-Aug-11

(List all MBE prime contracts awarded.)

Agency Name	MBE Prime Contractor Name	Prime Contractor MBE Cert. #	Agency Contract #	Contract Description (Procurement Category)
DBED	Cirdan	07-370	T00B1400004	IT Services

**Minority Business Enterprise MBE Subcontract Awards Report
For Fiscal Year 2011**

Date submitted:

15-Aug-11

(List all MBE subcontracts awarded.)

Agency Name	MBE Subcontractor Name	Subcontractor MBE Cert. #	Agency Prime Contract #	Prime Contract Description (Procurement Category)
DBED	The Canton Group	03-108	T00B1400004	IT Services